# COMMITTEE ON STUDENT ORGANIZATIONS
# GUIDELINES
# 2013-2014

## PRINCIPLES AND ELIGIBILITY

In order to be considered an organization in good standing and registered with the Committee on Student Organizations (COSO), student organizations must adhere to all University of Miami policies and regulations as well as meet the requirements placed upon by COSO.

- An organization must maintain a profile on the COSO Database. The profile must be kept up to date and maintained by the organization leaders. www.miami.edu/myumgroups
- Organizations must register their organizations at the end of every spring semester (April 18th, 2013) to be considered a recognized organization for the following year.
- Organizations and their leaders (President and Treasurer Minimum) must complete the minimum requirements, including but not limited to; Student Leadership Institute, Goal Setting and Re-registration in the spring semester.
- Student organizations recognized and in good standing with COSO may utilize SAFAC for any funding, Student Center Complex facilities and equipment at no cost, receive advertising discounts, may participate in COSO events, apply for a website, appear on the COSO database and apply for any COSO awards.
- Organizations must have a minimum of 25 undergraduate members to be considered an organization recognized by COSO.
- Organizations must have a constitution that is less than three years old and abide by its regulations and requirements.
- The Vice President for Student Affairs must approve all organizations and their guiding principles.
- At the time of Registration, organizations will be required to submit information regarding their executive board, their advisor and submit a roster of a minimum of 25 undergraduate members.

# GUIDELINES

The following guidelines are most commonly used in making decisions and providing policies that student organizations are expected to follow. COSO reserves the right to make exceptions or changes when necessary.

## MEMBERSHIP

- Organizations must maintain a membership roster on the COSO Database.
- The minimum requirement for membership includes 25 undergraduate members.
- Advisors, COSO delegates and SAFAC delegates will not count towards the 25 undergraduate member requirements.
- An organization who fails to abide by the 25 member minimum requirement will not be recognized or in good standing by COSO.
- Graduate Students may be members of COSO organizations, however will not count on COSO's rosters or be included in the 25 undergraduate minimum requirements.
- Graduate Students are ineligible to be on the executive boards of COSO registered organizations.

## ELECTIONS

- Organizations are required to follow the election guidelines placed on their constitution.
- Organizations must use ethical and appropriate procedures in electing the executive boards.
- COSO can be present at any election, upon the request of any organization member.
- Any allegations against an organization concerning elections will be investigated by the COSO executive board and its advisor.
- COSO serves the right to be present at any election of a student organization whose election has been contested in the past two years.
- COSO serves the right to be present at any election of a student organization who has held two or more elections in one single academic year.

## NAME CHANGES

- Organizations may request a name change if their respective national organization has changed their name.
- The name change must be approved by COSO.
- Organizations must complete a formal written request to the Chair and with evidence of the national name change by its affiliation organization.

## LEADERSHIP CHANGES

- Organizations may change their leadership throughout the year.
- Organizations must abide by their constitution to replace missing leadership positions.
- Organizations must contact COSO through the "Leadership Update Form" and they must update the COSO database with the new leadership position listed.
- If the advisor of an organization changes, organizations must contact COSO through the "Leadership Update Form" and they must update the COSO database with the new leadership position listed.

## AFFILIATIONS

- Organizations may affiliate with outside organizations. COSO may send outside organizations the letter of approval upon request.
- Organizations may affiliate themselves with umbrella organizations at the University of Miami.
- Organizations that affiliate themselves with umbrella organizations must sign a formal agreement and submit this to COSO. The formal agreement sheet will be provided to the organizations upon request.
- Umbrella organizations may place requirements upon their affiliation organizations.
- Organizations may disaffiliate themselves at any time throughout the year. A letter of disaffiliation must be sent to COSO at that time.
- New organizations that fit underneath an umbrella organization must meet with the umbrella organizations before becoming a new organization.

## UMBRELLA ORGANIZATION

- To start an umbrella organization, an organization must have minimum of (5) affiliating organizations underneath them.
- Organizations that wish to affiliate with the umbrella organization must have the consent of the President/Chair and Treasurer of all affiliating organizations.
- The Executive Board of the newly formed umbrella organization and the President and Treasurers of all affiliated organizations must sign the New Umbrella Organization Form.
- Organizations underneath an umbrella organization must meet with the umbrella organization at least once a semester.

## MISBEHAVIOR

- Organizations that do not abide by the regulations and policies of the University of Miami may be disbanded from COSO at any time.

- Organizations may not haze, bully, gamble, or consume alcohol to underage students at any organization's event.

### EXECUTIVE BOARD

- The Executive board can ONLY be filled by undergraduate students.
- The Executive board must meet the requirements and expectations of an organization's constitution.
- An organization may only have one president and one treasurer.

### GOOD STANDING

- For an organization to stay in good standing, two representatives from their organization, preferably the president and treasurer must attend Student Leadership Institute at the beginning of the fall semester.
- For an organization to stay in good standing, the organization must complete Goal Setting in the fall semester.
- An organization who fails to attend Student Leadership Institute and complete their Goal Setting will be deactivated as an organization for the remainder of the academic year and not allowed to request SAFAC funding or meet at the University.
- An organization who fails to attend Student Leadership Institute or complete their Goal Setting will not be allowed to request SAFAC funding, but may still meet on campus.
- For an organization to stay in good standing the organization must complete re-registration in the spring semester. They must also provide the newly elected executive board information. Failure to re-register will consider the organization as inactive for the academic year.

## NEW ORGANIZATIONS

### PITCHES

- COSO will hold a minimum of one "Pitch" presentation a month. Additional "Pitch Mondays" may be added at the discretion of the executive board of COSO.
- COSO will hold a minimum of one "Constitution" presentation a month. Additional "Constitution Mondays" may be added at the discretion of the executive board of COSO.
- Only undergraduates may present to the board during a "Pitch" and "Constitution" presentation.
- 7 minutes for new organization to pitch, 8 minutes for the committee to discuss
- 3 chances to pitch, 2 with the board, 1 with e-board
    - If approved:
        - Representative of new organization has two weeks to meet with an assigned delegate in person and have a constitution done (Friday before the Monday of Constitution reviews by 5 pm).

- If sidelined:
    - Re-pitch can be done the week after (must make appointment time by Friday before 5 pm) or wait for re-pitch day of following month.
    - Failure to re-pitch by the following month result in automatic denial of organization
    - If sidelined a second time, see appeal section.
- If denied:
    - See appeal section.

**CONSTITUTION**

- 10 minutes for the committee to ask questions regarding the constitution.
- 5 minutes for the committee to discuss the constitution presentation.
    - If approved:
        - Not officially an organization until the President, Treasurer, and Advisor meet with COSO Delegate for orientation (2 weeks).
        - If fail to meet within 2 weeks, then they have to meet with a delegate during that semester but cannot officially start their organization until the following semester.
        - If fail to meet with any COSO delegate within semester, must re-start process.
    - If sidelined:
        - Constitution review must be done the week after or within a month .
        - Failure to have second constitution by the following month result in automatic denial of organization.
        - If sidelined a second time, see appeal section.
    - If denied:
        - See appeal section.

**PROCESS**

- New organizations must present a pitch and develop a constitution before receiving a database profile.
- An organization may go through an orientation before becoming recognized officially by COSO. This orientation will focus on how to attain 25 undergraduate members on the database and begin the paperwork for their financial accounts.
- COSO reserves the right to research any organization and their affiliation to nationals.

### INACTIVE STATUS

- Organizations may inactivate the status of an organization at any moment. Documentation must be presented with evidence that the President, Treasurer and Advisor wish to inactivate the organization.

- Students are able to activate an organization that has been on campus for less than three years. “New Student Organization” application must be attached to their request.

- The inactive organization application will be processed through the executive board of COSO.

# APPEALS

- If an organization is denied or has been sidelined a second time during their Pitch presentation or Constitution presentation, they reserve the right to present their case to the executive board.

- Organizations who wish to appeal must provide COSO with a New Organization Appeal Form by the Friday of the week of their presentation.

- If the Appeal Form gets approved by the Executive Board of COSO, then they will have the opportunity to re-pitch to the Executive Board as scheduled.

- The executive board appeal presentation will last for fifteen minutes. Organizations will present to the board and answer any concerns COSO may have.

- Organizations who are denied three times may not appeal any further.